

## Minutes of the Finance Committee Meeting

The Finance Committee of the McLean County Board met on Tuesday, January 6, 2003 at 4:30 p.m. in Room 700 of the McLean County Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Kinzinger, Berglund, Selzer, and Moss

Members Absent: Member Nuckolls

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Lucretia Wherry, County Administrator's Office; Mrs. Carmen Zielinski, Administrator's Office

### Elected Officials/

Department Heads: Mr. Phil Dick, Director, Building and Zoning; Mr. Mike Behary, Planner, Building and Zoning; Mr. Don Lee, Director, Nursing Home; Mr. Bob Kahman, Supervisor of Assessments; Mr. Gene Jontry, Superintendent, Regional Office of Education; Ms. Ruth Weber, County Recorder; Ms. Jackie Dozier, County Auditor; Mr. Walter Hunt, Internal Auditor; Auditor's Office; Mr. Bob Keller, Director, McLean County Health Department; Mr. Walt Howe, Assistant Administrator, McLean County Health Department; Ms. Becky McNeil, Assistant County Treasurer; Mr. Bill Yoder, State's Attorney;

Others Present: None

Chairman Sorensen called the meeting to order at 4:52 p.m.

The minutes of the November 3, 2002 and November 17, 2002 Finance Committee meetings were accepted and placed on file as presented.

Mr. Phil Dick, Director, Building and Zoning, presented a request for approval of an Amended Motor Vehicle Lease Agreement for Show Bus. Mr. Dick explained that since the December's Finance Committee meeting, another three buses have been dispatched for Show Bus. At this time, Mr. Dick presented an amended agreement that includes the addition of three new buses.

Motion by Kinzinger/Berglund to recommend approval of an Amended Motor Vehicle Lease Agreement for Show Bus. Motion carried.

Ms. Berglund referred to the Show Bus Audit Report presented by the County's Internal Auditor later in the agenda. Ms. Berglund wondered why the vehicles had not been

inspected on a regular schedule. Mr. Walter Hunt, Internal Auditor, explained that he inspected the buses as required under Section 5311 grant funds. Clifton Gunderson, the County's outside auditor, cited the County in their Management Letter for not fulfilling all of the requirements of a grant recipient. Mr. Hunt advised the Committee that he has taken steps to remedy this finding.

Mr. Don Lee, Nursing Home Administrator, briefly discussed the Nursing Home's Monthly Report. Mr. Lee explained that November does not look at bad as it appears on the monthly report. In November 2002, the sell-back hours from the TOPS Program were reconciled, which impacts the monthly reports in a negative way. However, under the projected expense column, the projected TOPS sell-back figure was higher than the actual sell-back, which will have a positive impact on the bottom line.

Mr. Lee noted that the Nursing Home census for December 2002 was around 134 residents.

Mr. Lee stated, that in December, the Illinois Department of Public Aid made an Inspection of Care Services. This inspection reviews the level of nursing care provided by the Nursing Home, which in turns receives a reimbursement. Due to a very favorable inspection, the 5.9% cut imposed by the State of Illinois was offset.

Mr. Robert Kahman, Supervisor of Assessments, was not present to discuss the Assessment Status Report.

Mr. Gene Jontry, Superintendent, Regional Office of Education, presented a request for approval of an Intergovernmental Agreement to Fund the McLean, DeWitt and Livingston Counties Educational Service Region. Mr. Jontry took the opportunity to thank the members of the Finance Committee and the County Board for their support throughout his tenure as Superintended of the Regional Office of Education.

Chairman Sorensen noted that there is a Joint Education Committee, consisting of a County Board Member from Livingston County, one from DeWitt County and three Board members from McLean County. McLean County's representatives on the Joint Education Committee happen to be the three ranking members of the Finance Committee, Chairman Sorensen, Ms. Berglund and Mr. Kinzinger.

Ms. Berglund thanked Mr. Jontry for his dedication to the elementary and secondary school systems for so many years.

Motion by Berglund/Kinzinger to recommend approval of an Intergovernmental Agreement to Fund the McLean, DeWitt and Livingston Counties Education Service Region. Motion carried.

Mr. Paul Kinsella, Veteran's Officer, Veteran's Assistance Commission, was not present to discuss the Veteran's Assistance Commission Annual Report for 2002.

Ms. Ruth Weber, County Recorder, presented a Semi-Annual and Annual Recorder's Office Activity Report. Ms. Weber noted that in the Year 2002, 53,272 documents were handled by the McLean County Recorder's Office. The revenues taken in by the Recorder's Office for the Year 2002 totaled \$2,208,743.47, an increase of \$246,083.87.

Chairman Sorensen stated that the Committee received a Response to the Internal Auditor's Report from the Recorder before tonight's meeting. At this time, Chairman Sorensen suggested that Ms. Weber, Ms. Berglund, the County Auditor, the Internal Auditor, and himself schedule a meeting to further discuss and review this issue. The Committee agreed that a follow-up meeting on this issue was in order at this time.

Ms. Jackie Dozier, County Auditor and Mr. Walter Hunt, Internal Auditor, presented a Show Bus Audit Report. Mr. Hunt stated that the reports included in the Finance Committee were provided for information for the new members of the Finance Committee. Mr. Hunt stated that he called a number of agencies trying to get some direction on what exactly was needed in order to meet the requirements of the Sub-Recipient Monitoring System, but was not able to achieve any definite responses. So, Mr. Hunt based his audit on what he thought an External Auditor would expect a grant recipient to monitor. Mr. Hunt advised the Committee that he checked the physical condition of the assets and the finance records of Show Bus.

Mr. Hunt referred to the Petty Cash/Cash on Hand Audit Report. Mr. Hunt stated that an audit was conducted to determine that the appropriate internal controls are in place at each location to ensure that the assets are adequately safeguarded. The Petty Cash account should be used to purchase incidental supplies or to cover expenditures that occur unexpectedly. The petty cash should be under the direct control of a person responsible for its maintenance and security. The cash on hand functions similarly to a cash drawer at a retail establishment. Each day the drawer starts with the general ledger amount and is increased by the number of cash transactions that occur through the day. A transaction report is run to date to ascertain that the cash drawer is balanced. A quick summation of the cash transactions plus the cash on hand starting balance should render the total amount in the drawer.

Mr. Robert Keller, Health Department Administrator, presented a request for approval of an Ordinance of the McLean County Board Amending the 2002 Combined Appropriation and Budget Ordinance for Fund 0107, the AIDS/Communicable Disease Fund for a Bioterrorism Grant and a request for approval of an Ordinance of the McLean County Board Amending the 2003 Combined Appropriation and Budget Ordinance for Fund 0107, the AIDS/Communicable Disease Fund for a Bioterrorism Grant. Mr. Keller stated that during the calendar year 2002, the Illinois Department of Public Health notified the Health Department, that it had been awarded federal funds under Grants to Locals for Public Health Preparedness and Response for Bioterrorism. These funds originate from the U.S. Centers for Disease Control (CDC) under the Kennedy-Frist Bill. The Department was originally awarded a planning grant in the amount of \$40,000.00 to cover the time period May 2002 through August 2003. During October and November 2002, the Department was provided several amendments to the original amount - \$52,000.00 for improvements in the computer network and high-speed Internet connectivity and \$21,304.00 for bioterrorism workforce development and training. Total funds available for bioterrorism preparedness stands at \$115,427.00 for the period of May 1, 2002 through September 30, 2003.

Mr. Keller noted that in December 2002, the Health Department was notified by the Illinois Department of Public Health that CDC was implementing Phases I and II of its plan to administer smallpox vaccinations to critical health care workers (frontline public health staff and emergency room/intensive care hospital workers) on a voluntary basis during the first 8 months of 2003. It is anticipated that reallocation of a portion of the \$115,427.00 in federal resources will be required to carry out the clinics and cover the cost of consumable items.

Motion by Kinzinger/Selzer to recommend approval of an Ordinance of the McLean County Board Amending the 2002 Combined Appropriation and Budget Ordinance for Fund 0107, the AIDS/Communicable Disease Fund for a Bioterrorism Grant and a request for approval of an Ordinance of the McLean County Board Amending the 2003 Combined Appropriation and Budget Ordinance for Fund 0107, the AIDS/Communicable Disease Fund for a Bioterrorism Grant. Motion carried.

Motion by Berglund/Moss to recommend approval of a Resolution Amending the Fiscal Year 2003 McLean County Full-Time Equivalent Position Resolution associated with an Ordinance to amend the Fiscal Year 2003 McLean County Combined Appropriation and Budget Ordinance for

Fund 0107. Motion carried.

Ms. Peggy Ann Milton, County Clerk, presented the Committee with Survey Cards. Chairman Sorensen explained that consistent with a suggestion from the Finance Committee, the County Clerk's Office conducted a survey to help consider alternating her office hours or staff in order to decrease overtime in the office. County Board Member Renner has offered to have his students compile the results of the survey cards in order to assist the County Clerk.

Ms. Becky McNeil, Assistant County Treasurer, discussed the Summary of Sales Tax Revenues, Personal Property Replacement Tax Revenue (PPRT) and General Property Tax Revenues. Ms. McNeil noted that the 2002 Retailers Occupational Tax Revenue (ROT) finished at 97.75% of the budget. Ms. McNeil briefly explained the categories that make up the ROT Revenue line item. Ms. McNeil noted that the 2002 State Income Tax finished at 93.39% of the projected budget, which represents a decrease of 4% from the previous year. The 2002 Personal Property Replacement Tax (PPRT) finished at 79.03% of the budget. Ms. McNeil explained that the PPRT is a 2.5% tax that businesses are charged on their income. This tax is distributed to local government at a rate that was calculated back in 1979. Unfortunately, since corporations are losing income, they will be paying less into the fund, which means that less will funnel down to local government. Ms. McNeil noted that the 2002 General Property Tax Collection finished at 100.38% of projected budget.

Ms. McNeil referred to the Treasurer's General Pooled Investment Account. Ms. McNeil noted that the General Investment Report summarizes the Certificates of Deposit and bank accounts held by the County. The interest rates are currently fluctuating considerably at this time.

Next, Ms. McNeil discussed the County Employee Benefit Plan Statement of Revenue, Expenditures and Fund Balance as of December 31, 2002. Contributions and expenses from Insurance Premiums are documented in this fund. This fund ended the year at \$594,092.40, which is a slight 2.5% increase from Year 2001.

Ms. McNeil asked the Committee to review the Green Bar Statement of Revenues Expenditures and Fund Balance report, which shows that the General Fund Department expenditures are at 97.56% of the Adopted Budget for Fiscal Year 2002, with revenues standing at 94.66% of the projected budget. There are several revenue adjustments at year-end that will continue to be posted like the Administrative Surcharges Interest Earning and accruals.

Mr. Zeunik commended the Treasurer's Office for their efforts in making the right decisions on investments that have benefited McLean County. The Treasurer's Office stands at 107% of their projected budget.

Motion by Kinzinger/Moss to accept and place on file the County Treasurer's Report, Investment Report for December 31, 2002, and the Employee Benefits Fund Report for the Fourth Quarter. Motion carried.

Ms. Becky McNeil presented a request for approval of an Ordinance to Establish a Tax Sale Automation Fund in the Office of the County Treasurer. Ms. McNeil stated that the County Treasurer performs certain County Collector duties, such as the sale of property for delinquent taxes with the aid of an automated record keeping system. By law, the County Collector can assess a \$10.00 fee per parcel to the purchaser of the property. Expenditures can be made from the Tax Sale Automation Fund to pay any costs related to the automation of property tax collections and delinquent property tax sales, including the cost of hardware, software, research and development, and personnel.

Motion by Kinzinger/Selzer to recommend approval of an Ordinance to Establish a Tax Sale Automation Fund in the Office of the County Treasurer.  
Motion carried.

Mr. John M. Zeunik, County Administrator, requested approval of a resolution establishing the Mileage Reimbursement Rate for Use of Private Vehicles for County Business. Mr. Zeunik noted that the mileage rate for 2003 has decreased to 36 cents from 36 ½ cents.

Motion by Berglund/Moss to recommend approval of a Resolution Establishing the Mileage Reimbursement Rate for Use of Private Vehicles for County Business.  
Motion carried.

Mr. William Yoder, State's Attorney, requested an Executive Session to discuss Personnel/Employment matters.

Chairman Sorensen asked for a motion to enter into an Executive Session with the State's Attorney.

Motion by Selzer/Kinzinger to enter into Executive Session to discuss Personnel/Employment Issues in the State's Attorney's Office. Motion carried.

The Finance Committee entered into an Executive Session at 5:45 p.m.

Motion by Kinzinger/Berglund to return to  
Open Session of the Finance Committee.  
Motion carried.

The Finance Committee returned to its Regular Session at 6:01 p.m.

Motion by Kinzinger/Berglund to recommend  
approval of the State's Attorney's request to  
Advance certain Assistant State's Attorneys  
IV along the salary grade. Motion carried.

Chairman Sorensen asked for a motion to enter into an Executive Session with the County  
Administrator.

Motion by Moss/Kinzinger to enter into  
Executive Session to discuss Collective  
Bargaining Issues. Motion carried.

The Finance Committee entered into an Executive Session at 6:03 p.m.

Motion by Kinzinger/Berglund to return to  
Open Session of the Finance Committee.  
Motion carried.

The Finance Committee returned to its Regular Session at 7:45 p.m.

Chairman Sorensen presented a transfer of funds request and bills, as presented by the  
County Auditor, for review and approval by the Finance Committee.

Motion by Kinzinger/Selzer to recommend approval of the bills, as presented by the County Auditor. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Mrs. Carmen Zielinski  
Recording Secretary  
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